



NextStep

3/8/23 – 3/31/23

OCCUPATIONAL COMPUTER SKILLS TRAINING



Learn Tech Skills.
Explore New Pathways.
Start Now.

NextStep is PRC’s comprehensive, **1-month course** in Office tech skills. With more than 50 hours of instruction, you can gain proficiency in the desktop, email essentials, the Internet, **Word**, **Excel**, **PowerPoint**, Outlook, and Google Suite.

Our patient, experienced instructors foster a supportive and friendly environment. There is a lot of hands-on, assisted practice where you can work at your own speed. You will learn job readiness skills according to each participant’s unique capacities and needs.

Class occurs Mondays through Fridays, **1:00 p.m. to 4:00 p.m.**, in our spacious lab with extensive open lab hours also available. Class dates are subject to change.

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(class dates shaded NS#43)

Important Update: We are **in-person** in the lab at 170 9th Street (between Mission and Howard). Training will take place under the latest COVID safety protocols.



Start by contacting your DOR Counselor, PRC Employment Specialist, or email WD-training@prcsf.org or contact **Brian Whitford**, Trainer, [he/him/his] at brian.whitford@prcsf.org or (415) 972-0805.